



Human Resources Specialist

Department: Human Resource Management

EEO Code: 22

Class Code: 1611

FLSA: E

Effective: 01/05/1998

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in entry-level professional and administrative tasks in human resources administration; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Performs some of the following duties based on area of specialty:

Assists in developing and conducting training programs for employees; formulates teaching outline and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures and workshops; assists with workshop registrations, maintains class rosters, prepares handouts and orders supplies.

Coordinates the County and Public Schools' compliance with the Omnibus Transportation Employee Testing Act, County safety sensitive alcohol and substance testing and related administrative policies and procedures; coordinates Employee Assistance Program services and seminars; assists in researching and analyzing existing policies, practices and procedures and preparing recommendations; interprets personnel policies and procedures; provides technical assistance and advice to department supervisors, representatives and employees on a variety of personnel management issues; provides administrative support to supervisor; gathers, coordinates and develops statistical reports; assists with employee relations consultation to include conflict resolution, performance improvement and improved working relationships.

Coordinates and conducts new hire orientation on county benefits; processes benefit changes; handles all COBRA/HIPAA administration; assists with wellness programs including the annual Health Fair; handles inquiries from county employees/retirees/citizens regarding benefits; processes all personnel action forms related to salary changes; processes deferred compensation paperwork and answers inquiries as necessary; assists with open enrollment for benefits and reviews related paperwork; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of principles and practices of human resource management; of occupations and activities characteristic of local government. Working skill in developing and conducting training programs; in establishing and maintaining effective working relationships with internal and external customers; in communicating effectively, both orally and in writing.

Working skill in the use of personal computers and related word processing software.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in human resource management, business, public administration or related field; or equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
